



International
Labour
Organization

SAFETY
+ HEALTH
FOR ALL

Terms of Reference:

National System for Recording and Notification Thailand

(15 November 2024 - 28 February 2025)

ILO-Japan Partnership programme: Promoting a safe and healthy working
environment in Thailand and Cambodia project

October 2024

➤ Background and justification

Reliable occupational safety and health (OSH) data, particularly on occupational accidents and diseases, are essential to develop informed policies, strategies, and programmes to promote and realize the fundamental right to a safe and healthy working environment. The data may be confidently used to detect new and emerging hazards and risks, identify hazardous sectors, occupations, business models and practices, develop policies, systems, and programmes at all levels (international, national and enterprise), set priorities and measure progress.

The fundamental Convention No. 155 requires member States to progressively establish and apply procedures for the notification of occupational accidents and diseases by employers as well as by other entities such as insurance institutions, occupational health services, medical practitioners and other bodies directly concerned (Art. 11(c)).¹

The fundamental Convention No. 187 also calls for the inclusion in the national system for OSH of a mechanism for the collection and analysis of data on occupational injuries and diseases, taking into account relevant ILO instruments (Art. 4.3(f)).

Moreover, the Protocol of 2002 to the Occupational Safety and Health Convention lays out basic requirements and procedures for the recording and notification of occupational accidents, diseases, and as appropriate, dangerous occurrences, commuting accidents and suspected cases of occupational diseases. The code of practice on recording and notification of occupational accidents and diseases provides additional guidance for those who may be engaged in the framing of provisions and the setting up of systems, procedures and arrangements for the recording and notification.²

The collection and utilization of reliable OSH data is also a commitment that countries have made under the United Nations 2030 Sustainable Development Agenda.

To meet this commitment, it is necessary for countries to establish effective recording and notification (R&N) systems that result in the collection of reliable documentation of occupational accidents and diseases. The capacity of Member states to establish and operate national recording and notification systems that allow the regular reporting against SDG indicator 8.8.1 is supported by ILO's program and monitored by indicator 6.1.2.

Yet, all around the world, data on occupational accidents and diseases is often incomplete because of deficiencies in the recording and notification systems. Injuries are better recorded than diseases, but still not satisfactorily.³ Under-reporting is common and national recording and notification systems often fail to cover large segments of the world of work, including workers in small and micro enterprises, self-employed, migrant workers, and workers in informal sectors. The problem is particularly important in developing countries, where data regarding occupational injuries and diseases are far less available, and where records do exist, they are generally unreliable.⁴

¹ The Protocol of 2002 to the Occupational Safety and Health Convention, 1981 (P 155) provide further details on the requirements and procedures for both recording and notification.

² See : [ILO code of practice on recording and notification of occupational accidents and diseases](#)

³ Seiji Machida in ILO. 2013. *National System for Recording and Notification of Occupational Diseases, – Practical guide*. Geneva, ILO

⁴ ILO. 2012. *Estimating the Economic Costs of Occupational Injuries and Illnesses in Developing Countries: Essential Information for Decision-Makers*, p. 28

The Promoting a safe and healthy working environment in Thailand and Cambodia project

The project aims to promote a safe and healthy working environment as a fundamental principle and right at work, particularly addressing emerging risks including mental health at work, in Thailand and Cambodia under the global ILO's flagship programme Safety + Health for All.

Under the project, research on national recording and notification systems of occupational accidents and diseases in Thailand will be conducted to identify practices which could be useful references to support countries in improving recording and notification at national level.

➤ Objectives

Findings from this research will serve as inputs into a short practical report of findings which will be used to inform the country about the existing policies and practices on national system for recording and notification of occupational accidents and disease and their strengths and limits; and to support the country in the improvement and enhancement of such system. The results of this research will be presented in a validation workshop by the external collaborator where key stakeholders will have the opportunity to review, discuss, and provide feedback on the findings.

➤ Key tasks

The external collaborator will conduct research and draft a report of 10/15 pages on the Recording and Notification System in Thailand and provide the presentation of the research results in the validation workshop.

The report will be structured as following:

1. Summary

- One page highlighting key features of the national R&N system, including:
 - reference to recent data published;
 - competent authority/ies;
 - summary of key coordination mechanism between stakeholders;
 - strengths and weaknesses

2. Legal framework

- Reference to the relevant laws, regulations, and policies

3. Employment injury scheme

- Brief overview of the employment injury scheme for compensation of occupational accidents and diseases (contingencies covered, workers covered, process to seek compensation, insurance institution and role in the R&N system)

4. Scope and coverage

- Brief description about who is covered by the R&N system including
 - categories of workers covered - including migrant workers, self-employed, informal workers, and domestic workers
 - sectors covered

- information about any compulsory/voluntary coverage; etc.
- Brief description of the events covered in the R&N system including
 - events covered and definition, (fatalities, injuries, commuting accidents, dangerous occurrences, incidents, etc....)
 - reference to the list of occupational diseases, if any
 - recording at workplace level not notifiable to authorities
- Summary table of what, when, how to notify, who should notify disaggregated by industrial sectors, categories of workers as appropriate.

5. Competent authority/ies

- Description of the authority/ies in charge of the recording and notification system and the key role and functions in this field including:
 - Type of authority (Insurance system, labour inspection, Social Security/Work Injury Insurance, health service providers etc.)
 - Covered population (sectors, groups of workers)
 - Covered events (injuries, diseases etc.)
 - Source of information (reports by employers, workers, health professionals, other authorities, media, etc.)

6. Procedures

- Description of R&N procedures and requirements including
 - Entry points of reports (paper/online forms etc.)
 - Information to be recorded and reported (ID number, date/time, age, sex, nationality, occupation, shift, sector, activity, severity, ICD, etc.) - for the full list of recommended information to be recorded see ILO Code of Practice on Recording and notification of occupational accidents and diseases, Chapter 6 Arrangements for notification.
- Description of enforcement mechanisms
- Description of incentives, promotional and awareness activities to increase compliance with reporting, recording and notification requirements
- Description of coordination between competent authorities if any
- Procedures related to identification/recognition of occupational diseases.

7. Funding of the R&N system

- Available information on public funding/budget spent on the R&N system.

8. Production of statistics and use of data

- Information on harmonization of different data sources if collected by multiple authorities.
- Information about disaggregated data (sex, age, occupation, geographical distribution, etc.; type of injury/disease)
- Information about the regular publication of statistics (annually, quarterly, etc.)
- Information about the use of data and statistics (e.g., determination of priorities, development of informed policies and strategies, awareness raising, etc.)

9. Strengths and challenges

- Reliability and accuracy of the data gathered and published (any discrepancies with other data, e.g., from labor force survey?)
- Highlights of successful strategies to increase R&N
- Information about any existing challenges related to
 - under reporting for the entire population or specific groups
 - lack of awareness to occupational diseases, late diagnosis, or lack of OSH services/professionals to diagnose, and
 - other challenges identified

Tables and figures to supplement the report

| ► Table 1. Recording and notification: By whom, to whom and about what | | | | | |
|--|------|-----|-----------------|-------------------|--------------------------|
| What | When | How | Which authority | Who should notify | Guiding legal provisions |
| | | | | | |

| ► Table 2. Data recorded and notified to the competent authorities | | | | |
|--|------------------|--------------------|--------------------------------|--------------------------|
| Authority | What is recorded | Covered population | Source of information notified | Information disseminated |
| | | | | |

| ► Table 3. Personal and incident information notified to the competent authority | | | |
|--|-----------|-----------|-----------|
| | Authority | Authority | Authority |
| date/time | | | |
| personal ID | | | |
| age | | | |
| nationality | | | |
| nature | | | |
| severity | | | |
| occupation | | | |
| industry | | | |
| employment type | | | |
| etc | | | |

Figure 1: process diagram (if a system is complex and a figure helps to understand the interconnections)



➤ Consultant profile

The external collaborator should have the following profile:

- Background in labour law and administration, occupational safety and health;
- Good knowledge of the recording and notification system of occupational accidents and diseases in Thailand;
- Experience in conducting qualitative research;
- Excellent command of written and spoken English.

➤ Deliverables and schedule

The contract period is from Friday, 15 November 2024 to Friday, 28 February 2025. The external collaborator must deliver the deliverables according to the schedule below:

- **First draft of the report:** to be delivered by 15 December 2024.
- **Second draft of the report:** to be delivered by 27 January 2025.
- **Participation in the validation workshop and presentation of the report:** February 2025 (TBC).
- **Final report:** due 2 weeks after the validation workshop.

➤ Reporting

The external collaborator will work under the overall supervision of National Project Coordinator in Thailand and the technical supervision of the senior OSH specialist of the ILO DWT-Bangkok.

➤ Payment

- 30% of contract amount will be paid upon submission of the second draft of the report.
- 70% of the contract amount will be made upon submission of the consolidated final report to the satisfaction of ILO.

➤ How to apply

Interested individuals are invited to submit the following documents to the ILO in English:

1. **Cover email** with short expression of interest (2 paragraphs, not exceeding 100 words)
2. **Short technical proposal** (1-2 pages, not exceeding 2,000 words) outlining the proposed methodological approach and process for conducting this study
3. **Financial Proposal** shall specify the professional fees for this assignment in \$US. Financial Proposal has to be submitted through a standard template attached herewith (ANNEX-01)
4. **Organizational profile and/or CVs/resumes** of all proposed team members

Interested individuals must submit aforementioned documents to the ILO through email at polsuk@ilo.org no later than Sunday 10 November 2024. Proposers who fail to submit all these documents shall not be considered for further evaluation.

For technical enquiries, please contact Mr Phattaraset Ardchawuthikulawong, National Project Coordinator (ardchawuthikulawong@ilo.org), ILO Regional Office for Asia and the Pacific, Bangkok, Thailand

➤ List of relevant resources

1. [ILO code of practice on recording and notification of occupational accidents and diseases](#)
2. [Good practices for the development and implementation of National Notification and Recording Systems.pdf \(sharepoint.com\)](#)
3. [Reporting, Recording, and Notification of Occupational Accidents and Diseases: A brief guide for Employers and Managers \(ilo.org\)](#)
4. [National System for Recording and Notification of Occupational Diseases Practical guide](#)

BREAKDOWN OF COSTS

SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Components:

| Cost Components | Unit Cost in \$US | Quantity | Total Rate for the Contract Duration |
|------------------------------------|-------------------|----------|--------------------------------------|
| I. Personnel Costs | | | |
| Professional Daily Fee (\$US/day) | | | |
| | | | |
| II. Other expenses (if any) | | | |
| Grand Total | | | |